EHG - HR Procedures:

**HIRING**

When a position is vacant, or you need to hire due to changes in dynamics, pursue the following:

* Reflect on the position you are filling and the qualities you are looking for in an employee.
* Recruit for the position via: job posting and/or word of mouth
* Save applications received in a file folder
* Save notes from you interview process
* Conduct reference checks whenever possible and keep a record of your reference checks
* When you are ready to make a verbal offer, be sure to discuss with the employee the major duties of the position, the hours expectations around attendance, and let them know about the screening process (drug test and background test). You can let them know testing positive for marijuana won’t result in a disqualification for hire.
* Let them know that when they accept the verbal offer they will be contacted by someone at Tokola to complete the hiring process and it is important for them to respond quickly so they can start work as soon as possible.
* Once they accept, send an email to [Heather@tokoloaproperties.com](mailto:Heather@tokoloaproperties.com) and [nicole@tokolaproperties.com](mailto:nicole@tokolaproperties.com) with the following information:

**New Hire Email to Tokola:**

**Name:**

**Position title:**

**Rate of Pay:**

**Status (part time/full time)**

**General time of day (mornings/swing/evenings):**

**Anticipated start date (Indicate if expedited/conditional)**

**Supervisor:**

**Duties: (Very brief):**

For example (for line cook): Setting up and stocking stations in the kitchen with all necessary supplies. Preparing food for service (e.g. chopping vegetables, butchering meat, or preparing sauces). Cooking menu items in cooperation with the rest of the kitchen staff.

**Contact info:**

* **Email:**
* **Phone number:**
* **Address:**

**Expedited/Conditional vs. Traditional**

Generally, when we make an offer. Tokola will send an offer letter and the new employee is required to respond with signed forms, etc. Once they’ve returned those forms and have completed the drug test and other screenings, they are cleared for hire and will be sent a link to ADP where they will submit their I9 and fill out additional information. Once that is complete, they are ready to start.

This process takes 1 – 1.5 weeks and is appropriate for somebody who is giving a substantial notice, or whose position is not in urgent need of filling.

Expedited/Conditional Hire

If you need to hire someone quickly, you can do an expedited/conditional hire and they can generally start in 1-2 days. These employees will be allowed to start conditionally before their drug test results and background screenings are processed. If there is a problem with their screening, they may be let go and paid for the days they worked.

In the case of a conditional hire, once you’ve made a verbal offer, send the New Hire Email to Tokola and indicate that it is an expedited/conditional hire. It is helpful to emphasize to the new employee the importance of responding quickly to Heather/Tokola’s requests.

The employee will still need to fill out all of their forms and return them to Heather to receive a link to ADP and they must complete the ADP session before reporting to work. **This is very important, because they are not covered by worker’s comp and insurance until they complete the ADP session.**

You may suggest to the onboarding employee that they come to work an hour early and do the paperwork and ADP while at work. In this case, you should arrange to have a manager be with them during that time to help them navigate.

**ONBOARDING:**

After a new employee has completed ADP the following steps should be taken for onboarding:

Meet with the employee, go over:

* New Employee Orientation Checklist
* Their job description and major duties
* Any position specific policies and procedures for their position
* Employee handbook

Gather:

* Their preferred contact
* Their emergency contact
* Employee Handbook signatures
* Signatures associated with New Employee Orientation Checklist